



USOE - 5¹⁵2000+

Student Utilities
Email Class

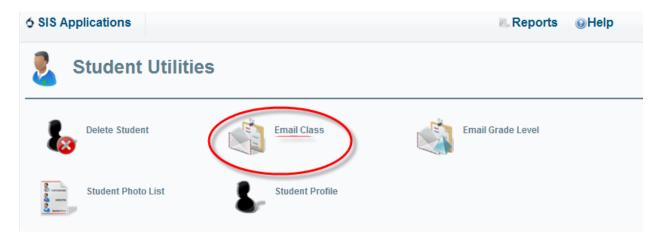


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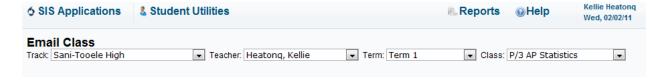
This feature allows faculty to send an email message to all students within a specific class, selected students within a class, and contacts of selected students.

Student Utilities>Email Class

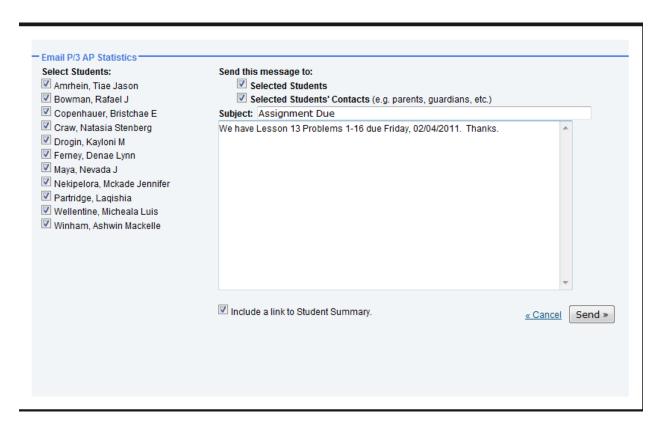


Select - Track>Teacher>Term>Class

HINT: Some faculty may have access to more than one track (multiple schools) because they teach at different schools within the same district. An administrator may have access to multiple teachers, also.







Students will be preselected as a default. Select who you want the message sent to. Next, type in a "Subject" and a "Message". You have the option to send this to the whole class, selected students, contacts of these students, and to include a link to Student Summary.

Click "Send"



This message will appear once the email has been sent. Click "Okay"